

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT III**  
**2004 LIHEAP ASSURANCE 16/INTAKE/ECIP/HEAP BUDGET**  
**CSD 537E (Rev. 10/03)**

**SECTION 1 – ASSURANCE 16 PROGRAM COSTS**

Line 1.a: Enter the amount of Assurance 16 funds allocated for Assurance 16 activities.  
**Note: Assurance 16 allocation is a multipurpose program support of HEAP, ECIP, and Weatherization.**

**SECTION 2 – INTAKE PROGRAM COSTS FOR HEAP AND ECIP**

2.a Enter the amount of Intake allocated for Intake activities. Intake: The act of determining if a person seeking LIHEAP assistance is eligible for such services. Includes, but is not limited to, the process of completing an intake form and reviewing applicant's documentation in order to verify eligibility.  
**Note: Intake allocation is a multipurpose program support of HEAP and ECIP.**

**SECTION 3 – ADMINISTRATIVE COSTS FOR ASSURANCE 16, ECIP, and HEAP**

Lines 3.a Enter the total amount budgeted for all administrative costs. Administrative costs include salaries and wages, fringe benefits, facilities, utilities, equipment, training, travel, telephone, accounting, audit, insurance-bonding, office supplies, and miscellaneous.

**SECTION 4 – ECIP PROGRAM COSTS AND HOUSEHOLDS**

Line 4.a: Enter the amount budgeted for outreach activities. Refer to Exhibit I, Definitions, regarding outreach activities and its related costs.  
Line 4.b: Enter the amount for WPO costs and the Implementation Period (from 1/1/2004 to 3/15/2004). WPO services are mandatory from January 1 through March 15 of the LIHEAP Program Year. Services are optional after March 15.  
Line 4.c: Enter the amount for FRR costs and the Implementation Period (from 1/1/2004 to 3/15/2004). FRR services are optional during the LIHEAP Program Year.  
Line 4.d: Other – **EMERGENCY ASSISTANCE ONLY** – Enter the amount budgeted for emergency services.  
Line 4.e: Enter the sum of 4.a through 4.d.  
Line 4.f: Enter the number of WPO projected households to be served.  
Line 4.g: Enter the number of FRR projected households to be served.  
Line 4.h: Other – **EMERGENCY ASSISTANCE ONLY** – Enter the number of households projected to be served.  
Line 4.i: Enter the sum of 4.f. through 4.h.

**SECTION 5 – HEAP OUTREACH/WPO BUDGET AND HOUSEHOLDS**

Line 5.a: Enter the amount budgeted for HEAP Outreach. Outreach costs include printing of brochures for targeted households, referral of eligible households to assistance providers in the community, public service announcements, posters, etc.  
Line 5.b: Enter the amount budgeted for WPO payments.  
Line 5.c: Enter the sum of 5.a and 5.b.  
Line 5.d: Enter the number of projected WPO households to be served.

**SECTION 6 – NONCONSIDERATION PROGRAM COSTS FOR ECIP AND HEAP PAYMENTS**

Line 6.a - 6.b: The Fast Track Electric and Gas allocation is provided. Enter the implementation period for Fast Track Electric and Gas Payments (Ref. ECIP Local Plan). The HEAP Electric and Gas allocation is provided.

**SECTION 7 – ENTER TOTAL FUNDS - (SECTIONS 1 – 6)**

**SECTION 8 – ECIP/HEAP LIHEAP GOALS**

Line 8.a - 8.d: Enter the projected percentages of Vulnerable Populations for ECIP and HEAP. No less than the percentage identified of the total households served will have at least one member who is:

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Elderly (60 Years and Older) | 3. Age 2 Years or Under        |
| 2. Disabled                     | 4. Age 3 Years Through 5 Years |

Enter the projected average Energy Burden percentage for ECIP and HEAP. Households assisted with ECIP and HEAP services should have an average Energy Burden of no less than the percentage identified in this section. Contractors, however, may give first priority to those households whose members have life-threatening emergencies.